



UNITED STATES DISTRICT COURT
District of Minnesota

Richard D. Sletten, Clerk
Wendy S. Osterberg, Chief Deputy Clerk

700 Federal Building
316 North Robert Street
St. Paul, MN 55101
(651) 848-1100

202 U.S. Courthouse
300 South Fourth Street
Minneapolis, MN 55415
(612) 664-5000

417 Federal Building
515 West First Street
Duluth, MN 55802
(218) 529-3500

212 U.S. Courthouse
118 South Mill Street
Fergus Falls, MN 56537
(218) 739-5758

January 3, 2005

**NOTICE TO ALL MEMBERS OF THE BAR OF
THE DISTRICT OF MINNESOTA**
***** REQUIRED ATTORNEY RE-REGISTRATION *****

The U.S. District Court for the District of Minnesota requires members of its Bar to re-register every three years in order to maintain an accurate roll of admitted attorneys. The last re-registration was held in 2002. The Clerk of Court is directed to give public notice to all admitted members of the Bar of this Court informing them that they must update their attorney records and pay the required \$25.00 fee according to the following schedule in 2005:

Last Name Beginning with the Letters:

A-E: January 3 - February 15, 2005

F-K: April 1 - May 16, 2005

L-P: July 1 - August 15, 2005

Q-Z: October 3 - November 15, 2005

Therefore, attorneys with last names beginning with the letters **A-E ONLY** must update their record with the Court on or before **February 15, 2005**. To update your record, please log into ECF at <https://ecf.mnd.uscourts.gov>, click on UTILITIES, then click MAINTAIN YOUR ACCOUNT. After updating your information or confirming that it is accurate, please complete the attached re-registration affidavit and mail or deliver it to the Clerk of Court along with a \$25.00 check for the re-registration fee.

Separate notice will follow for those in subsequent alphabet groups. The Clerk of Court will not accept re-registration forms and fees from attorneys outside the A-E group at this time, so it will not be possible for law firms to submit one payment for all attorneys in the firm. Please adhere to the schedule above. Counsel who fail to re-register will be considered "inactive;" their ECF account will be suspended, and they will be unable to obtain a certificate of good standing.

Counsel who do not re-register, and who later seek to practice before this Court, will be required to either: (1) file proof of previous admission to this Court and their good standing with the Minnesota Supreme Court, along with the \$25.00 fee, or (2) reapply for general admission in accordance with Rule 83.5 of the Local Rules of the District of Minnesota.

If you wish to receive a receipt of your re-registration payment, you must include a self-addressed stamped envelope when submitting your affidavit and fee. We will no longer provide laminated cards.

Richard D. Sletten, Clerk



UNITED STATES DISTRICT COURT

District of Minnesota

Richard D. Sletten, Clerk
Wendy S. Osterberg, Chief Deputy Clerk

700 Federal Building
316 North Robert Street
St. Paul, MN 55101
(651) 848-1100

202 U.S. Courthouse
300 South Fourth Street
Minneapolis, MN 55415
(612) 664-5000

417 Federal Building
515 West First Street
Duluth, MN 55802
(218) 529-3500

212 U.S. Courthouse
118 South Mill Street
Fergus Falls, MN 56537
(218) 739-5758

ATTORNEY RE-REGISTRATION AFFIDAVIT

I, _____, do hereby certify that my firm name, address, e-mail, and phone number (check one of the following):

- ☐ were current and accurate as contained in the ECF database of the U.S. District Court for the District of Minnesota as of _____, or
- ☐ were updated on _____ in the ECF database of the U.S. District Court for the District of Minnesota as noted in the table below, or
- ☐ are provided in the table below (check here if you do not have an ECF login and password and provide your current contact information in the table below):

Attorney Name:			
MN Bar ID:			
Law Firm Name:			
Street Address			
City, State Zip			
Phone	() -	Fax	() -
E-mail			

Please provide any changes you made in ECF. Thank you!

Please find enclosed my check for \$25.00 as my fee for the 2005 re-registration and update my registration status accordingly.

Attorney's Original Signature

Date

Do you wish to receive court news, press releases, and other non-case related correspondence via e-mail?

9 YES, at this email address: _____ 9 NO

Please return Affidavit with \$25.00 re-registration fee to: Clerk, U.S. District Court
Attn: Attorney Re-Registration
300 South Fourth Street, Suite 202
Minneapolis, MN 55415

Mailed forms only.
Thank you!

NOTE: If you would like a receipt, please enclose a self-addressed stamped envelope, otherwise, no receipt will be issued. We will no longer provide laminated cards.

Clerk's Office Use Only

Date Received	Check T	Credit T	Check #	Receipt Date	Receipt #	Data Updated	Form Returned